

HS50-OWI-007

Revision C

EFFECTIVE DATE: January 28, 2009

ORGANIZATIONAL ISSUANCE

HS50

EMPLOYEE PERFORMANCE COMMUNICATION SYSTEM

**APPROVING
AUTHORITY**

NAME

TITLE

ORG

DATE

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Manager

HS50

January 28, 2009

CHECK THE MASTER LIST—
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	NA	03/10/06	Baseline
Revision	A	09/22/2006	Various clerical changes
Revision	B	09/20/2007	Various clerical changes
		07/17/2008	Document Review
Revision	C	01/28/2009	References to "Employee Services 7 Operations Office" deleted and replace with: "Human Resources Services Office."

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1. PURPOSE

This Organizational Work Instruction establishes Office of Human Capital (OHC) policy for administering the NASA Employee Performance Communication System (EPCS).

2. APPLICABILITY

This Organizational Instruction is applicable to functions performed by OHC relative to the administration of EPCS.

3. APPLICABLE DOCUMENTS

3.1 NPR 3430.1, NASA Employee Performance Communication System (EPCS)

3.2 5 Code of Federal Regulations (C.F.R) 293, Personnel Records

3.3 5 Code of Federal Regulations (C.F.R.) 430, Performance Management

3.4 5 Code of Federal Regulations (C.F.R.)432, Performance Based Reduction in Grade and Removal Actions

4. DEFINITIONS

4.1 CFR – Code of Federal Regulations

4.2 EPCS - Employee Performance Communication System

4.3 OHC – Office of Human Capital

4.4 NASA – National Aeronautics and Space Administration

5. INSTRUCTIONS

5.1 The NASA EPCS shall be administered by the Office of Human Capital in accordance with 5 C.F.R. 430 and the instructions contained in NPR 3430.1, 5 C.F.R. 293, 5 C.F.R.430, and 5 C.F.R. 432.

5.2 EPCS evaluations shall be recorded on NASA Form 1762 or 1763.

6. NOTES

None

7. SAFETY PRECAUTIONS AND WARNING NOTES

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None

8. APPENDICES, DATA, REPORTS, AND FORMS

8.1 NASA Employee Performance Communication Systems (EPCS), Supervisory Performance Plan & Appraisal (NASA Form 1762)

8.2 NASA Employee Performance Communication systems (EPCS) Employee Performance Plan & Appraisal (NASA Form 1763)

9. RECORDS

Record Type: Employee Performance Files

Responsible Party: Manager, Employee Services and Operations Office (ESO)

Location: Human Resources Services Office File Room

Building 4200

Room 334

Retention Schedule: Employee performance files shall be established, maintained, and disposed of in accordance with the instructions contained in 5 C.F.R. 293 Subpart D, Employee Performance File System of Records.

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

None